

HEAT Program Intake Worker

– Iron County Office –

Seasonal Position

JOB DESCRIPTION:

Interview clients to determine program eligibility, answer phones, greet clients, schedule appointments using computer program, prepare correspondence, file. Must be a self-starter, work with a team support system, and work quickly and accurately in a busy environment.

QUALIFICATIONS:

Must be a high school graduate; have two year's experience working in an office setting, have great phone, computer, and people skills, and be proficient in Microsoft Word and Excel.

WORKSITE ADDRESS:

Position will be located at 88 East Fiddler's Canyon Road - Suite F - Cedar City, UT 84720

WAGE:

\$12.05 per hour

WORK SCHEDULE:

Monday – Thursday (7 am to 6 pm). The position is Seasonal (October 15 thru April 30); program may end earlier if funds become exhausted).

INSTRUCTIONS:

Interested applicants should send application (found on website at www.fivecounty.utah.gov) to:

Jo Seegmiller / H.R. Director
Five County Association of Governments
P.O. Box 1550
St. George, UT 84771-1550
or send via email to jseegmiller@fivecounty.utah.gov

Applications are due by 5:00 p.m. on Tuesday, August 30, 2016

The Five County Association of Governments is an Equal Opportunity Employer